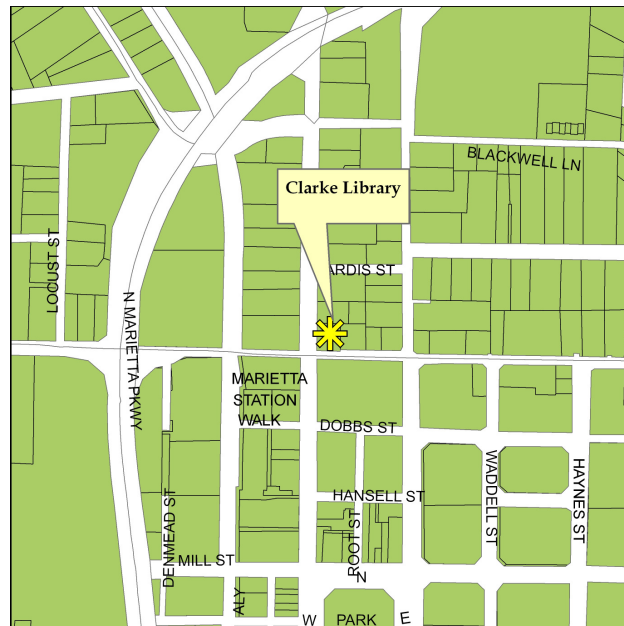


Preservation Plan and Design Guidelines for the Clarke Library



Prepared by Erin Parr
For the Marietta Historic Preservation Commission
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1.0 Introduction

In 2005, the Marietta City Council took steps to protect its historic resources by passing a Historic Preservation ordinance. This ordinance created the Marietta Historic Preservation Commission (HPC) who is responsible for, among other things, the restoration and preservation of any historic property acquired by the city.¹ For this reason, in 2009 the HPC requested that a Preservation Plan and Design Guidelines be created for three city owned properties—Brumby Hall, the Clarke Library, and the Marietta Waterworks—so that they can be preserved for future generations.

The Preservation Plan and Design Guidelines for the Clarke Library is meant to be a guide for the city on how to preserve and maintain the building. This document:

- Presents arguments for the value of preservation and lists grants available to the city.
- Outlines the historical significance of the building.
- Details the current architectural description and provides current and historic photographs in order to provide a reference point for future work.
- Provides the steps for planning a preservation project so that preservation principals guide future plans.
- Gives the current conditions of the building's materials and features as well as how those elements should be treated.
- Outlines a maintenance plan that provides both a list of prioritized and cyclical maintenance.
- Provides a list of sources and recommended readings to help guide preservation work beyond the capacity of this plan.

¹ Article 7-8-9: Historic Preservation Ordinance, Section 7-8-9-030: Historic Preservation Commission, Section D: Jurisdiction and Authority, #5

2.0 Value of Preservation

2.1 Social Benefits

The principles of historic preservation rely on a city's historic resources to express the history and culture of generations past in order to create and maintain a sense of place for the present community and future generations. This sense of place not only promotes community pride but also draws new residents and cultural tourists.

Historic preservation strengthens the framework of communities and pushes for the conservation of historic neighborhoods, commercial areas, and landscapes. Historic resources not only link us to our past but they also make up the scenery of a community's everyday lives. As our world continues down a path of connectivity and cultural homogeneity, it will be our historic resources that will promote a sense of identity that will connect communities and allow differences to be embraced.

2.2 Environmental Benefits

The principles of historic preservation go hand and hand with green principles like sustainability and "reduce, reuse, and recycle." The preservation of historic resources promotes the reuse of existing structures, which slows the negative effects of urban sprawl, eliminates disposal of demolished buildings, and decreases material intensive construction.

Facts on Historic Preservation and the Environment²

- Rehabilitation construction uses 23% less energy than new construction. Rehabilitation construction is labor intensive rather than materials intensive, as is found in new construction, resulting in the use of fewer natural resources.
- Reuse of historic resources prevents existing materials from being removed to a landfill thereby conserving its embodied energy. In addition, historic buildings are often decorated with finishes and materials that are now very expensive, rare, or completely extinct.
- It takes approximately sixty-five years for a new energy efficient building to save the amount of energy lost in demolishing an existing building.
- Reuse of historic resources eliminates the need to spend energy manufacturing and transporting new materials.
- Historic resources are already designed with energy conserving features because they were constructed before the time of modern heating, ventilation, and air conditioning (HVAC) systems. Some of these features include operable windows and shutters, porches and awnings, high ceilings, and attic vents.

² Facts are from a variety of sources including Chapter 10 "Preservation Economics" in Historic Preservation by Norman Tyler, "Sustainability by the Numbers" published by the National Trust for Historic Preservation, and the article "What Replacement Windows Can't Replace" by Walter Sedovic and Jull H. Gotthelf (www.state.il.us/hpa/PS/images/replacement_windows.pdf)

2.3 Economic Benefits

Historic Preservation can also offer several economic benefits. These benefits are reflected not only in the local economy but also in the wallets of those funding the preservation work. Simply put—historic preservation is good for business.

Facts on Historic Preservation and the Economy³

- Historic Preservation attracts new residents, and thus additional tax revenue, because it creates a city with a distinctive character and sense of place.
- Rehabilitation projects are nearly twice as labor intensive as new construction. This means that more dollars are going to people rather than materials, which creates jobs and produces a strong, dynamic local economy.
- Rehabilitation projects create two to five times as many jobs as new construction for a given expenditure of money.
- Reinvestment and upkeep of historic resources will stabilize, if not increase, property values and tax revenues. This type of investment revitalizes communities and provides the catalyst for others to make the same investments in their own properties.
- Repair of materials and features will, many times, cost less over time than replacement. New, modern materials are often only guaranteed for a limited amount of time while many original materials have already existed several decades with minimal routine maintenance.
- Preservation of a city's historic resources creates a market for heritage tourism because it gives the area personality and sets it apart from other tourist destinations. This type of tourist typically stays longer and spends more during their visit than other types of tourist.
- Rehabilitation costs per square foot are often significantly less than the costs of new construction, generally running 25 to 35% less. Even when costs are equivalent, the perks of rehabilitation include saved time in construction, less developmental review, limited or no neighborhood opposition, limited zoning delays, and increased tax incentives and other grant funding.

Grants for historic preservation are offered through state and federal agencies as well as local and national foundations. Information on specific grants can be found through Georgia's Historic Preservation Division (HPD). (See Funding Sources for Historic Preservation Projects in the Grant Information section of the appendices.) The National Trust for Historic Preservation also offers information on their grant programs. Other resources for available grants include The Foundation Center, The Southeastern Council of Foundations, and Grants.gov. Some grants available to city governments include:

- The Georgia Grant Program – This program is state funded with distribution done through the Historic Preservation Division. It offers matching funds on a statewide competitive basis to local governments and nonprofit organizations for the preservation of Georgia and National Register eligible historic properties. Grants are provided for developmental and predevelopment projects.

³ Facts are from a variety of sources including Chapter 10 "Preservation Economics" in *Historic Preservation* by Norman Tyler and the article "What Replacement Windows Can't Replace" by Walter Sedovic and Jull H. Gotthelf (www.state.il.us/hpa/PS/images/replacement_windows.pdf)

Developmental projects include archaeological, stabilization, preservation, rehabilitation, and restoration activities. Predevelopment projects include plans and specifications, feasibility studies, historic structure reports, or other buildings-specific or site-specific preservation plans. (See Facts Sheet in Grant Information section of the appendices.)

- The Livingston Foundation, Inc. – This local foundation gives grants primarily within the metropolitan Atlanta area in a wide range of areas including historic preservation. An application form is not required. For more information call 404-873-8500.
- The Johanna Favrot Fund for Historic Preservation – This grant is distributed through the National Trust for Historic Preservation. Grants range from \$2,500 to \$10,000 and must be matched dollar-for-dollar. Funds can be used for obtaining the services of consultants in the areas of architecture, planning, archeology, fund raising, and other areas. (See Johanna Favrot Fund For Historic Preservation: Guidelines and Eligibility in Grant Information section of the appendices.)

3.0 Property Information

3.1 History of the Clarke Library

The Clarke Library was constructed in 1893 through the efforts of Sarah Freeman Clarke and the Marietta Library Association. The library was the first in Cobb County and united with other city libraries in 1959 to form the Cobb Library System.

Sarah Freeman Clarke was born in 1808 in Dorchester, Massachusetts. She grew up in Massachusetts, spending her much of her life between Newton and Boston. She was one of the first women of the nineteenth century to proclaim art as a profession and studied under the Romantic painter Washington Allston. Her step-grandfather, who was the male role model in her life, was Dr. James Freeman, the founder of the first Unitarian church in America—King’s Chapel in Boston. Her maternal grandfather was General William Hull who, because of his distinguished service in the Revolutionary War, was appointed Governor of the Michigan Territory. During visits, Hull would tell Sarah war stories and she would explore his attic that contained letters from George Washington, Aaron Burr, Henry Knox, and General Lafayette—who Sarah met with her grandfather in 1824. During her time in Boston, Sarah was associated with several big names in the Transcendentalist movement including Margaret Fuller (a distant cousin), Nathaniel Hawthorne, Ralph Waldo Emerson, Elizabeth Peabody, and Bronson Alcott.

In 1877, Sarah’s brothers Abraham and Samuel relocated to Marietta in hopes that the climate would help their health issues. The death of another brother, William, lead Sarah to return to the United States after ten years in Italy, moving to Marietta to be closer to her family. After a year in Marietta, she purchased a permanent home. In 1882, she began a Franklin Lending Library in a small outbuilding behind her house. The library was open one day a week and was originally divided by subject interests. Soon the library was so popular the books were cataloged and she was receiving requests for books she did not have. Sarah sent the catalog to her brother James, who was a trustee at the Boston Public Library, so he could help her make new book selections.

When Sarah returned to Boston to attend a funeral, her friends there inquired about her life in Georgia. She told them of her library and her hopes to unite with a similar independent library group in Marietta, the Marietta Library Association. On May 1, 1890 a fundraising event was held at the Boston home of Mary Hemenway to raise funds for a new library building in Marietta. This fundraiser and the steady stream of donations that came later raised \$2,000 for a library in Marietta. In addition to money, authors and friends donated books to Sarah. Ednah Dow Littlehale Cheney donated a copy of her book Life of Christian Daniel Rauch. Dr. Oliver Wendell Homes donated all twelve volumes of his work along with engraved bookplates.

The Marietta Library Association was established shortly after the Civil War under the name Young Men’s Debating and Library Association. The members soon recognized a need for a library and appointed a committee composed of J.N. Hardage, T. F. Smith, and W. S. N. Neal to secure the contribution of books from Marietta’s citizens. The association waned during the next few years but in 1878 the organization reemerged as

the Young Men's Literary Association with Al Branham as President, George F. Gober as Vice President, James Buttolph as Secretary, Thomas Glover as Treasurer, and J.P. Simpson as librarian.

In 1883, a public meeting was held at the courthouse and the official Marietta Library Association was formed with Dr. P.R. Cortelyou as President. The W. E. Myers schoolroom was used for the library and by June it was open every Monday night and from five to six on Thursday afternoons. The members could use the library for free with non-members paying a small fee. In 1885, the library had 1,000 volumes and was open every morning and four nights a week.

In late 1890, Sarah Freeman Clarke wrote Dr. Cortelyou about consolidation.

It is my desire and hope that those gentleman that wish that Marietta should have the advantage of a permanent library would exert their influence among the people of the place to induce them to agree to the trifling tax required for this purpose and to make it understood how great will be the advantages secured by this small expense. After this matter is decided I will gladly confer with the trustees, hoping that by working together the desired result may in some way be accomplished.⁴

Sarah's offer came with two stipulations—assurance that the library would be perpetuated and that the Marietta Library Association provide a lot for the building. The Association agreed and with a fundraiser collected \$1,200. They purchased the lot three blocks from Marietta's historic square that was formerly owned by William Root.

In February 1893, the newly formed Sarah Freeman Clarke Library Association filed a petition for a charter at the courthouse. Construction of the building began not long after and the building was completed in September.

The plans for the building were drawn under Sarah's supervision. She wanted the new library building to reflect a certain uniqueness and innovation. Inspiration for the building came from Sir Anthony Panizzi and Orson Fowler. Panizzi was the chief librarian at the British Museum and came up with idea for a dome-shaped reading room with bookshelves on all sides. Fowler was a phrenologist who promoted the benefits of octagonal architecture in the 1850s. In his book A Home for All, he proposed that an eight-sided building made for a healthier environment because it permitted more light and allowed use of a fifth more space than the traditional rectangular buildings.

The Clarke Library officially opened on October 26, 1893 after a dedication ceremony. The library contained 4,000 books donated by Sarah, her friends in Boston, and the Marietta Library Association. Throughout the year the library struggled to stay open and could not pay a librarian for several years. It was kept open by volunteer librarians that worked on designated days. The Clarke Library added two branches—Fort Hill and

⁴ Sarah Freeman Clarke, pg. 93

Marietta Place—before merging with the Cobb Library System in 1959. Around this time the city took over ownership of the building.

In 1963, the library moved to the old Post Office building on Atlanta Road. In 1989, the Main Library Branch was built on Roswell Road and the library currently resides there. The Cobb Library system currently has seventeen branches throughout the county and continues to grow. During the 1970s the building was used by the Fine Arts Club, which would later become the Marietta/Cobb Museum of Art. During the 1990s, the building was used as a headquarters for Cobb Landmarks. Most recently the building was leased to the folk artist Ab “the Flagman” Ivens who ended his lease on May 1, 2009. Currently the building is vacant but City Council is considering a lease to Mike Whittle of Acworth for a florist shop.

3.2 Architectural Description

The Clarke Library is located at 156 Church Street, Marietta, Georgia 30060. It is approximately three blocks from Marietta’s historic square on the northeast corner of Church and Lemon Streets. To the north of the building is the Mayes Ward-Dobbins Funeral Home, to the east is a parking lot, to the south is Lemon Street, and to the west is Church Street.

The original section of the building is octagon in shape with wing additions on the north, south, and east. It is one story in height with a partially below grade basement, which is separated on the exterior with a stone course belt. The basement is exposed on the east, north and south facades. The foundation is continuous brick and the exterior of the building is brick set in a running bond. The roofline overhangs providing protection from the rain, along with several gutters. The roof is covered in grey asphalt shingles.

The original section of the building features several decorative elements. At the joints the bricks are left open creating open quoins. Near the cornice is a line of bricks turned so that the edge faces out, creating a decorative pattern. On each wall of the octagon not covered up by a wing addition is a blank recessed segmental arch. The roof is capped with an octagon shaped glass and cream painted metal skylight/cupola with thirty-two lights, four on each of the eight sides. The stone belt course, open quoins, segmental arch, and cupola are all elements of the Italianate style of architecture.

The west façade is considered the front of the building. A brick walkway leads from the sidewalk to a brick stair that leads to the buildings front door. A handicap ramp made of concrete with modern metal railings also extends from the south sidewalk to the front partial porch. The porch is made of brick and wood and is covered with a shed roof of grey asphalt shingles. The front door has been replaced with a wooden storefront door.

The southwest façade of the original building has a metal back door covered by a gabled roof with grey asphalt shingles. The stairs leading to this door are recessed and made of brick and concrete. There is also an air conditioning unit and a silver metal pipe that comes out of the wall and extends through the roof, possibly for a stove. The southeast façade has a filled-in arched window with a silver metal pipe coming out of it and

extending through the roof, again possible for a stove. Another metal pipe sticks straight out from the west corner of the blank arch. An additional HVAC system is attached to the building on this side.

Three wings have been added to the building: the south added in 1927, the east in 1938, and the north in 1945. The south addition is dedicated to Mabel Cortelyou and features a plaque on the east façade. The north and south wings are almost identical in design with two paired one-over-one double-hung windows on the main level of the east and west facades. The north wing also features this same configuration of windows at the basement level of the west façade. The end facades of these wings, south for the south and north for the north, have two one-over-one double-hung windows at the main level. The north wing also has this configuration at the basement level.

The east addition is comprised of a main level and a basement level. The north façade of this wing has one arched six-over-six double-hung window at the basement level with the east façade featuring a plain six-over-six double-hung window at the main level. The south façade has two rectangular shaped openings that have been filled in with electrical boxes. These may have been windows at some point though they are out of character with the existing windows.

The landscaping for the building is simple. There is a grass lawn that extends from the sidewalk to the building. There are several bushes as well as a tree and ivy growing close to the building. There is a lamppost just to the south of the front stair and a flagpole and bench beyond that. There is also a cast iron fence that may be original. The property wraps around the north portion of the west lawn. Its two front posts remain but the south portion of the fence has been removed to allow the west sidewalk to attach to the handicap ramp.

4.0 Steps for Planning a Preservation Project

4.1 Selecting an Appropriate Use

The first step in planning a preservation project is to select an appropriate use for the building. An appropriate use is one that will help minimize the need for substantial modifications. Ideally, the building will be used for the same thing it was designed for—a residence is used as a residence, a store as a store, and so on. However, it is not always possible to use the building in the same capacity as it was previously. In this case a use should be selected that requires minimal alterations and retains most, if not all, of the building's character defining features.

When selecting an appropriate use, keep these things in mind:

- The city should first seek uses for which the building is designed. This will minimize the need for alterations and ensure that building and safety codes are met more easily.
- If this is not an option, an alternative but compatible use should be found. This use should require minimal alterations. Alterations should be carefully planned so that character-defining features are not destroyed and rehabilitation costs are kept at a minimum. In most cases a compatible use can be found that incorporates a design that retains the building's features while allowing for a new use.

4.2 Selecting a Treatment Approach

The Secretary of the Interior's Standard for the Treatment of Historic Properties outlines four treatment philosophies when working with historic buildings. These are Preservation, Rehabilitation, Restoration, and Reconstruction. For each treatment, a set of Standards and Guidelines is outlined. Once a treatment plan for the project is selected, the Standards and Guidelines for that treatment should be used throughout the course of a project.

Below is the definition and Standards for Preservation, Rehabilitation, Restoration, and Reconstruction as outlined in the Secretary of Interior's Standard for the Treatment of Historic Properties.⁵

4.2.1 Preservation

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

⁵ Description and Standards are quoted directly from The Secretary of Interior's Standards for the Treatment of Historic Properties. (www.nps.gov/history/hps/tps/standguide)

Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

4.2.2 Rehabilitation

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural, or architectural values.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature

will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

4.2.3 Restoration

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Standards for Restoration

1. A property will be used as it was historically or be given a new use, which reflects the property's restoration period.

2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.

6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.

7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.

8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

4.2.4 Reconstruction

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts, which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

4.3 Energy Conservation & Sustainability in Historic Structures

Recently the philosophies of energy conservation and sustainability have come to the forefront of American society. But these philosophies have always been apart of the historic preservation ethic. The mere action of preserving and reusing historic resources equals sustainability and energy conservation.

However, there may still be a need for maintenance and modifications to increase a historic resource's energy conservation. The first step in this process is creating an energy conservation strategy. Because many historic buildings were constructed before the time of modern heating, ventilation, and air conditioning (HVAC) systems, energy conserving features like operable and strategically placed windows, transoms, porches, awnings, attic vents, and high ceilings were built into the original design. Therefore these designed energy conserving features should be evaluated first in an energy conservation strategy. Preserving these features not only keeps inherent energy conserving features in place but also maintains the building's character defining features.

Next an evaluation of the thermal efficiency of the foundations, walls, roof, windows, and doors should be done. Heating and air conditioning are lost through two processes—infiltration and conduction. Infiltration is the movement of air through cracks and joints creating drafts and often occurs around windows, doors, and wall joints. Conduction is the transfer of heat through materials and often occurs through window glass. These processes can be easily and inexpensively corrected while preserving the historic fabric of the building.

Recommendations for Correcting Infiltration

- Interior and exterior caulking is the number one priority for preventing infiltration.
- Exterior caulking will prevent water and air infiltration. Caulk around all windows and door frames (but not under them) and at construction joints. Never caulk the space under clapboards as they allow the house to breathe and water vapor to escape from walls.
- Interior caulking is the most effective way to prevent air infiltration. An investigation should take place before starting since infiltration varies from building to building. However, the following joints should be caulked on all exterior walls: between window and door casings and walls including tops and under sills, joins in window jambs and casings, the joint between the window stop and jamb, joints of baseboards and base moulding joints, around ceiling fixtures and other penetrations on the top floor, ceiling and wall junctions, and wall paneling joints. Make sure to caulk in closets and cupboards as these spots are often forgotten.
- Weatherstrip and seal doors. In order for this to work correctly, the door itself must be in good shape and this may involve removing the door, re-gluing and/or repining loose joints, adjusting hardware, moving the stops, and trimming the door to fit so that it latches snugly yet easily.
- Weatherizing windows correctly will save energy. This includes weatherstripping sash, installing storm windows, caulking all joints between fixed parts, and installing pulley seals.
- Adequate insulation of the attic or ceiling is necessary for energy conservation. Be sure to allow for some ventilation to allow water vapor to escape in order to prevent moisture build up and damage.
- Insulating walls without a vapor barrier should not be done unless a contractor with experience in historic buildings is consulted. This process will only be cost effective if all other measures have been taken.

Recommendations for Correcting Conduction

- Confirm that windows are in good shape and are properly glazed.
- Installation of exterior storm windows will create a dead air space between the window and the outside, slowing the loss of heat.
- Installation of interior storm windows is also very effective in saving energy, even if exterior storm windows are also installed. When properly installed, they are completely airtight. This eliminates condensation, which is the primary cause of

window deterioration. When they are not needed, these windows are easily removed.

Once thermal efficiency is evaluated and addressed, the building's energy consumption for heating, cooling, lighting, and appliances should be examined. Sometimes annual cleaning of the furnace or boiler can conserve energy. An efficiency test should be conducted by a technician and results explained. If a mechanical system must be upgraded or completely replaced, visible portions of the system that define the buildings character like grilles and lighting fixtures should be retained. New systems should be installed in a way that does not destroy or damage character defining features and historic materials.

In addition to the information provided above, the Energy Efficiency section within the chosen treatment philosophy of the Secretary of Interior's Standards for the Treatment of Historic Properties should be consulted.

4.4 Accommodating Persons with Disabilities in Historic Structures

The Americans with Disabilities Act (ADA) of 1990 requires buildings provide accessibility for people with disabilities. Though historic buildings are not exempt from ADA requirements, it is recognized that compliance can damage or remove significant spaces, features, materials, and finishes. However, steps can be taken in order to provide the highest level of access with the least amount of damage.

- An inventory should be done of existing barriers, including stairs and doors, which might prevent or limit a disabled person from using the building. Each barrier noted should include information on its architectural significance to the buildings overall character.
- Accessibility solutions and barrier removal must consider how proposed modifications will affect character defining features and historic materials.
- Discussions between the building owner, people with disabilities, local code officials, and the Historic Preservation Division should be put in motion so that alternative accessibility solutions can be reviewed and agreed upon.
- New and additional accessibility routes should be compatible in design with the historic building and it's setting.

In addition to the information listed above, the Accessibility Considerations section within the chosen treatment philosophy of the Secretary of Interior's Standards for the Treatment of Historic Properties should be consulted.

5.0 Preservation Plan and Design Guidelines for the Clarke Library

5.1 Current Conditions and Treatment Recommendations

The significant features of the Clarke Library include original brick walls and detailing, stone belt course, and glass and metal skylight cupola.

Original Brick Walls and Detailing

- Original brick walls and detailing are in good condition and should be retained as is.
- Brick is not painted and should remain unpainted.
- Cracks in mortar should be filled with a compatible material—limestone based mortar for historic bricks and Portland cement for modern bricks. Portland cement should never be used to fill in mortar cracks with historic bricks as it not compatible and increases their deterioration.
- Cleaning should be done with low-pressure water, non-abrasive detergents, and natural bristle brushes. A cleaning test should be done in a hidden area over a sufficient period to time to ensure cleaning method is appropriate. Sandblasting, using sand or any other agents, should never be used to clean brick.

Stone Belt Course

- Stone belt course is in good condition and should be retained as is.
- Stone is not painted and should remain unpainted.
- Cleaning should be done with low-pressure water, non-abrasive detergents, and natural bristle brushes. A cleaning test should be done in a hidden area over a sufficient period to time to ensure cleaning method is appropriate. Sandblasting should never be used to clean brick.

Glass and Metal Skylight

- Skylight is in good condition and should be retained as is.
- Paint touch ups with matching color should be performed on a regular basis for continued protection of metal. Damaged or deteriorated paint can be removed to the next sound layer using hand scraping and hand sanding, then repainting. Glass is not painted and should remain unpainted.
- If portions of obscure glass must be replaced, new glass should also be obscure and match the original in style.
- Identify type of metal prior to cleaning. Cleaning method should utilized the gentlest means possible and be careful not to damage or scratch glass.
- Caulking and weatherstripping can be done to improve energy efficiency.

5.2 Maintenance Plan

5.2.1 Prioritized Maintenance

Prioritized maintenance is maintenance that is considered non-routine. Below is a list of maintenance issues that currently need to be addressed for the Clarke Library.

- Bushes, trees, and other plants should be trimmed so they are not touching the building or preventing it from drying out completely.
- Ivy growing on building should be removed. If ivy has grown into building materials, the plant should be allowed to die and fall away naturally. If ivy has not grown into building, it needs to be trimmed back. Plants should not be permitted to grow on or up building as this causes and increases deterioration.
- All debris caught in the brick details at building joints and cornice of original portion of building should be removed. Crevasses should be checked for moisture build up. This should be done on a periodic basis.

5.2.2 Cyclical Maintenance

Cyclical maintenance is maintenance that is performed on a cycle or regular basis. This type of maintenance is important because it not only keeps features and materials in good condition, it also catches issues with the potential to cause damage before they get serious. Lack of regular upkeep can cause damage to historic features and materials and costly repairs, if repair is still an option. Cyclical maintenance is split into three periods—periodic, performed every one to three months; spring/fall, performed every six months; and annual, performed once a year. Since the Clarke Library is being used on a regular basis, periodic maintenance will not be performed every one to three months but rather kept in mind every time the building is in use.

Periodic Maintenance (1-3 months)

- Regular drive by surveillance to ensure no blatant disrepair or vandalism.
- Monthly walk around to check windows for breakage, secure entrances, graffiti and other types of vandalism, moisture damage, musty air, and evidence of rodent or insect intrusion. Battery packs, monitoring equipment, and light bulbs should be checked at this time as well.
- If moisture damage is observed, the leaking areas should be observed and documented during a storm.
- Lawn should be mowed as required.
- Building should be opened every three months to air out.

Spring/Fall Maintenance (every 6 months)

- Site should be cleaned of litter and landscape should be trimmed.
- Gutters and downspout should be checked and storm drained cleaned out.
- Crawlspace and other areas not observed during periodic walk around should be checked for pests.
- Mold and moisture inspection.

Annual Maintenance (once a year)

- Inspect and treat for termites and other pests.
- Check roof for loose and/or missing shingles.
- Inspection of equipment and utilities.
- Cleaning, spot repair, and touch up painting of exterior materials.
- Check and update building file.

6.0 Sources and Recommended Reading

6.1 Clarke Library

“Public Library – A New Building and 2000 Choice Books Can Be Secured for Marietta.” *The Marietta Journal*: December 25, 1890, p. 1.

“The New Library – Completed and Ready for Occupancy.” *The Marietta Journal*: September 14, 1893, p.1.

Bowden, Scott Grady and Joan Alice Kopp. Sarah Freeman Clarke: 1808-1896 – A Woman of the Nineteenth Century. Marietta, GA: Cobb Landmarks and Historical Society, Inc., 1993.

Temple, Sarah Blackwell Gober. The First Hundred Years: A Short History of Cobb County in Georgia. Athens, GA: Agee Publishers Inc., 1989. 6th Edition.

6.2 Historic Preservation

The Secretary of the Interior's Standards for the Treatment of Historic Properties. National Park Service Technical Preservation Services. 2001. Last accessed June 17, 2009 from www.nps.gov/history/hps/tps/standguide.

“Sustainability by the Numbers: The Costs of Construction & Demolition.” National Trust for Historic Preservation. Last accessed June 15, 2009 from www.preservationnation.org/issues/sustainability/additional-resources/sustainability-numbers.html.

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Gotthelf, Jill and Walter Sedovic. “What Replacement Windows Can't Replace: The Real Cost of Removing Historic Windows.” *APT Bulletin: Journal of Preservation Technology*, 36:4. 2005. Last accessed June 4, 2009 from www.state.il.us/hpa/PS/images/replacement_windows.pdf.

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http://gashpo.org/Assets/Documents/Energy_Efficiency_and_Historic_Buildings_article.pdf.

Jester, Thomas C. and Sharon C. Park. "Preservation Brief 32: Making Historic Properties Accessible." National Park Service Technical Preservation Services. Last accessed June 11, 2009 from www.nps.gov/history/hps/TPS/briefs/brief32.htm.

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Park, Sharon C. "Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings – Problems and Recommended Approaches." National Park Service Technical Preservation Services. Last accessed June 11, 2009 from www.nps.gov/history/hps/tps/briefs/brief24.htm.

_____. "Preservation Brief 31: Mothballing Historic Buildings." National Park Service Technical Preservation Services. Last accessed June 12, 2009 from www.nps.gov/history/hps/TPS/briefs/brief31.htm.

_____. "Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings." National Park Service Technical Preservation Services. (Contact for printed copy, online copy not yet available.)

Smith, Baird A. "Preservation Brief 3: Conserving Energy in Historic Buildings." National Park Service Technical Preservation Services. Last accessed June 11, 2009 from www.nps.gov/history/hps/tps/briefs/brief03.htm.

Tyler, Norman. Historic Preservation: An Introduction to its History, Principles, and Practice. New York, NY: W.W. Norton & Company, 2000.

Wallace, Andy. "Weatherizing the Old House." *Old House Journal* (September 1986), pp. 338-343.

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7.0 Appendices

7.1 Current Photographs⁶



West Façade facing Church Street



West and South Facades from Lemon Street



Front Entrance – West Façade



West Façade looking northeast



Detail of open quoins and turned bricks found on original building

⁶ All current photos were taken June 2009 unless otherwise noted.



East Façade – North addition on the right, west addition on the near left, and south addition on the far left.



North Façade of North Addition and West Addition

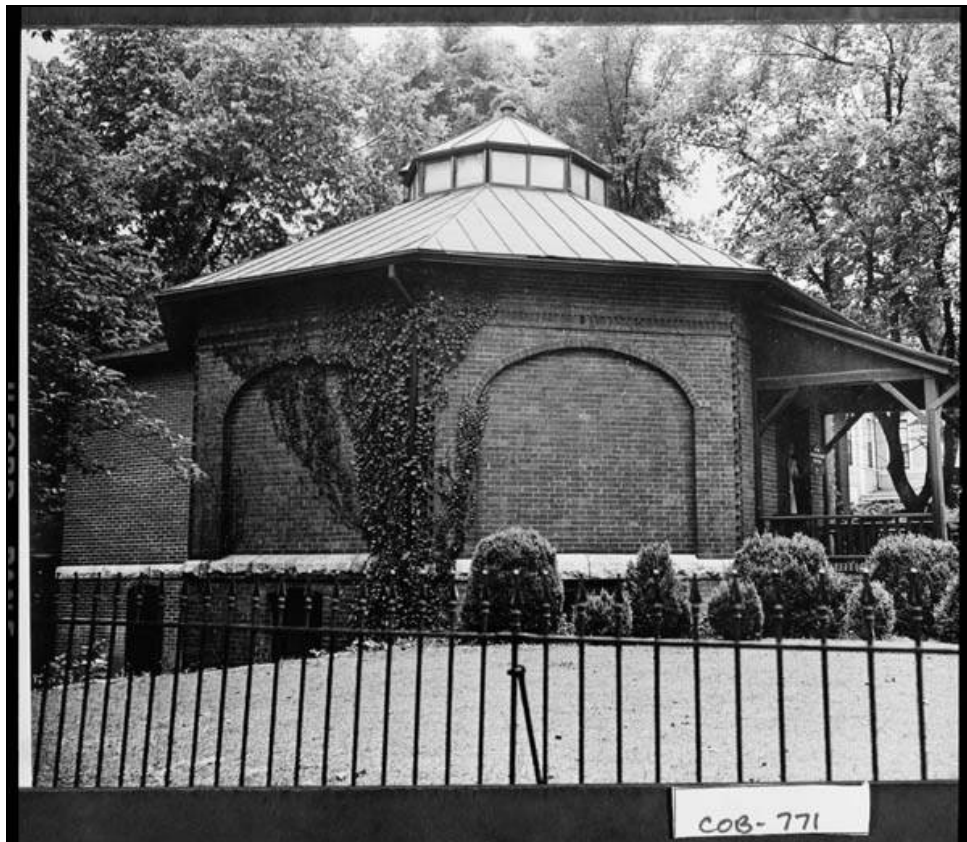


South Façade of South Addition and West Addition

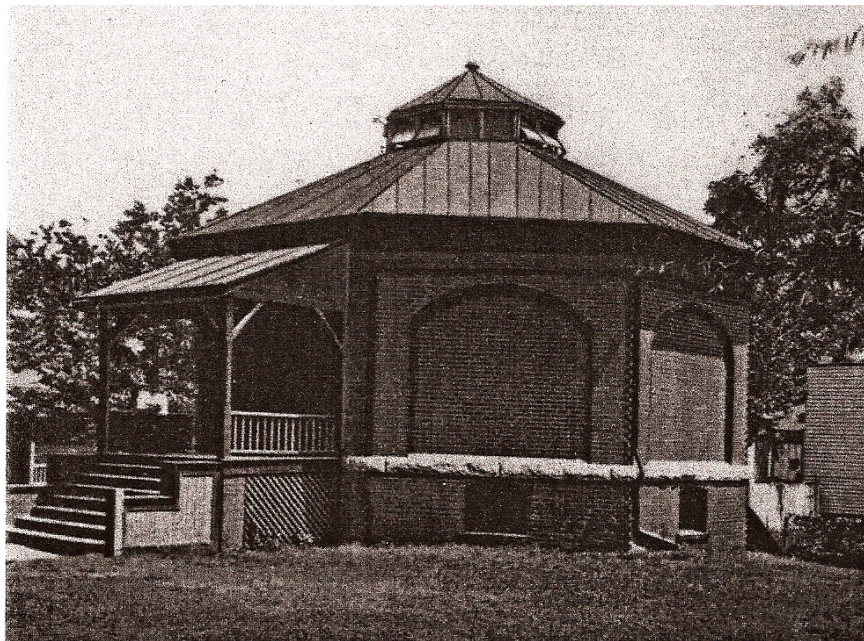


Plaque dedicating the south wing to Mabel Cortelyou – South Addition, West Façade

7.2 Historic Photographs



Undated historic photo of Clarke Library – Taken between 1938 and 1945.
(Georgia Archives Digital Archives)



Undated Photo Taken Prior to 1927 Addition.
(Page 48 of Marietta: Then and Now – Arcadia Publishing)

7.3 Relevant Historical Documents

See attached documents:

- December 25, 1890 article in The Marietta Journal
- September 14, 1893 article in The Marietta Journal
- Letter from Sarah Freeman Clarke to Dr. Cortelyou from Sarah Freeman Clarke 1808-1896.
- Library Notations, 1883—Present from Sarah Freeman Clarke 1808-1896.

PUBLIC LIBRARY.

A NEW BUILDING AND 2000 CHOICE BOOKS CAN BE SECURED FOR MARIETTA.

A meeting of our citizens was held at the court house last Friday afternoon to take into consideration the inauguration of a free library for Marietta. Miss Sarah Clarke is the instigator of this praiseworthy movement. For a number of years, she has freely supplied from her well selected library, at her home in this city, books to our citizens when called for. She has added constantly to this Library until she has accumulated two thousand choice books. She has interested herself among her friends in Boston in raising nearly enough money to erect a handsome brick building for the Library. She desires to have assurance, that if this building is built and the books donated, that the library will be perpetuated. To do this, a lot will have to be donated by some public spirited citizen, upon which to place the building and then means provided for current expenses. A janitor, librarian, insurance and new books will make the expenses annually about \$1,000. Of course to raise this amount each year by private subscriptions would be a task without very promising results. As it would be a public library, it has been suggested that the city government might provide means by a small tax to defray the expenses.

The meeting held Friday had this object in view. A number of ladies were present as well as gentlemen, and all showed by their presence their anxiety to secure to Marietta this generous offer on the part of Miss Clarke.

Rev. Dr. Buttolph was called to the chair. Judge George F. Gober stated the object of the meeting and gave his views on the matter. Rev. H. K. Walker, Dr. P. R. Cortelyou, Col. W. R. Power and W. S. N. Neal made remarks relative to the importance and desirability of securing for Marietta this grand donation. Dr. T. S. Stewart was present and was deeply interested in the matter, and, we learn, he is willing to donate the lot for the building. The building would cost \$2,000 and from the excellent drawing and plans shown, architecturally it would be an ornament to the town.

it would be an ornament to the town to say nothing of the benefits the public would derive from the free library. Our Marietta Library contains about 2,000 books which could be consolidated with this proposed public library, giving the city four thousand volumes, with a new building. With a view of securing an appropriation of \$1,000 per annum for a number of years, it was deemed best to appoint a committee to prepare a bill to be introduced into and passed by the Legislature, allowing the people to vote upon the question and give to the city government the authority to levy a specific tax for this purpose. The committee appointed by the Chairman consists of Judge George F. Gober, Mr. Freeman Clarke, W. S. N. Neal, Mr. B. R. Legg and Col. W. R. Power.

The meeting adjourned subject to the call of the chairman.

Our people feel the importance of availing themselves of the opportunity to secure to the city this free library, and we feel assured when the time comes to express themselves at the polls they will be found aiding the consummation of this worthy movement.

The tax would be small and never felt by our property holders and the good to be accomplished would outweigh all selfish considerations. Let us all work for the success of this movement in putting Marietta ahead of all other towns in a work that will be a blessing to our people.

Printed and Published by M. Cross & Co. for the Proprietor, at the Daily Journal Office, No. 100 N. W. Corner of Third and Chestnut Streets, Marietta, Ohio.

"Public Library – A New Building and 2000 Choice Books Can Be Secured for Marietta."
The Marietta Daily Journal: December 25, 1890, p. 1.

THE NEW LIBRARY.

Completed and Ready for Occupancy.

AN ELEGANT BRICK STRUCTURE.

The Lot Cost \$1300 and the Building \$2200. It Will Contain Four Thousand Books.

The Sarah Freeman Clarke Library Building is about completed. It is situated on the old William Root lot on Church street, in front of the Episcopal Church. The lot cost \$1300 and the building cost \$2200.

The building occupies the centre of the lot and is constructed of brick and cement walls. It is octagonal in shape and is thirty feet in diameter inside and the same in height. It is lighted by a skylight of rough plate glass, with galvanized iron frame, and has side ventilators, which are opened and shut from the floor by a patent arrangement.

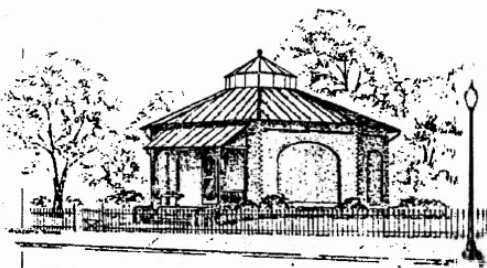
The library will have about 4,000 books to start with—over 2,000 contributed by the Miss Sarah Freeman Clarke and the balance by the Marietta Library Association. The consolidation of the libraries gives us a first class library in every particular, under a charter recently granted by the Superior Court. It will bear the name of the Freeman Clarke Library. The books will be placed in the new library by the 15th inst., and will be opened on October 2nd.

The Directors are: Judge Geo. F. Gober, Mr. J. F. Clarke, Miss Sarah Freeman Clarke, Mrs. C. S. McCandlish, Miss Annie Burnap, Dr. P. R. Cortelyou, Col. W. R. Power, and Dr. B. R. Strong.

It has been suggested that the Directors hold a meeting and provide means to clean off and grade the yard at once. The dedication or grand opening will take place about the 15th of October.

"The New Library – Completed and Ready for Occupancy." *The Marietta Journal*: September 14, 1893, p. 1.

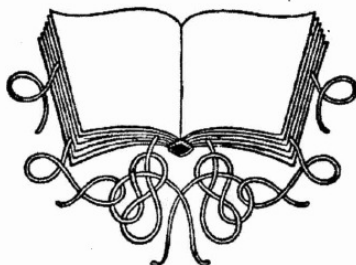
Dear Dr Cortelyou -
 I received your note and
 the paper containing ex-
 pression of desire by the
 Trustees of the City Library to
 unite with me in the effort
 to secure a permanent free
 library for Marietta. At present
 I can say nothing further than
 that I must await the action
 of the city in this matter. If, as
 I hope, my offer may be accept-
 ed with an agreement to sup-
 port the library by taxation,
 it will be a great advantage
 to have my small collection
 of books enlarged by the addition



Drawing by Meredith Rambo, 1993,
 Marietta, Georgia.

of those belonging to the
 city library, as there will
 still be room for many more
 books on the shelves of the pro-
 posed building.

It is my desire & hope that
 those gentlemen who wish
 that Marietta should have
 the advantage of a permanent
 library would exert their influence
 among the people of the place
 to induce them to agree to the
 trifling tax required for this
 purpose, or to make it understood
 how great will be the advanta-
 ges secured by this small expense.
 After this matter is decided I
 will gladly confer with the
 trustees, hoping that by working



together the desired result may in some way be
 accomplished -
 I trust the gentlemen will consider this communi-
 cation a sufficient present answer to their friendly
 proposals.

- Sarah Freeman Clarke -

Letter from Sarah Freeman Clarke to Dr. Cortelyou proposing the merger of Marietta's
 Library Association, July 21, 1890.
 Credit: Privately owned. Atlanta, Georgia.

LIBRARY NOTATIONS, 1883—PRESENT: APPENDIX C

In 1883 Dr. P.R. Cortelyou presented to Kings County Medical Society in Brooklyn, New York a speech "Marietta" The Best Climate in Georgia."

Clarke Library was erected on a Marietta city lot. The home of William Root was on this property prior to the construction of Clarke Library.

Miss Lillian Clarke of Boston continued to send donations to Clarke Library until her death in 1928.

In 1919 volunteers started Clarke Library, each working one day per week (Monday, Miss Rebecca Wyatt; Tuesday, Miss Lillian Finn, Mrs. C.B. Willingham, Mrs. George Nelson; Wednesday, Miss Marion King, Miss Charlotte Law; Thursday, Mrs. Margaret McWhorter; Friday, Miss Mabel Cortelyou; Saturday, Miss Odessa Gifford

31 October 1919 Miss Julia Anderson donated *Five Little Peppers*; Mrs. J.T. Anderson donated a set of *Elsie* books.

20 April 1920 the Rotary Club, assisted by a Marietta women's club, put on a fund raising drive for Clarke Library.

In 1920, Officer Goodson of the Marietta Police Department made several trips to homes of those having books too long.

Kennesaw Chapter U.D.C. donated five books on Southern history to Clarke Library on 6 April 1920.

On 10 August 1920 Miss Helen Griffith was the first paid Librarian.

Clarke Library officially opened as a free library on 29 October 1920.

In 1920 Fielding Lewis Chapter, D.A.R. gave \$50.00 for juvenile books and Webster's *New International Dictionary*.

Slides announcing the needs of Clarke Library were shown 16 September 1921 at the moving picture house.

The 1922 Clarke Library budget for books was \$850.00

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Those who signed a renewal of the Clarke Library petition 13 April 1922 were: George F. Gober; Eva Clarke; Hattie D. Cleveland; Annie S. Burnap; Sallie Camp Keeler; Adrian V. Cortelyou; Morgan V. McNeil; Mabel Cortelyou; J.F. Turner; Augustus S. Graham and John M. Graham.

In 1922 a traveling man asked four different people for directions to Clarke Library. Signs were erected to assist strangers to the building.

Virginia Crosby sent a letter to Franklin Delano Roosevelt requesting the President's autograph in his 1926 book, *Whither Bound*.

In 1927 the south wing of the Clarke Library was erected in honor of Miss Mabel Cortelyou for her years of dedicated service as a library volunteer.

Florence Weldon Sibley began a 23 year career with the library in 1936.

Adrian V. Cortelyou, Mrs. Mark Temple and Guy H. Northcutt signed a renewal of the charter in 1945. The deed transferred to city of Marietta.

Clarke Library added two branches, Fort Hill and Marietta Hill, prior to merging into a county library system in 1959.

Miss Mary Louise Rheay, Director of the Cobb County Public Library System opened the new library on Roswell Street in October, 1989 (formerly the site of Meinhert's Florist).

Miss Gail Lazenby became Director of the Cobb County Public Library System in January, 1991.

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Bowden, Scott Grady and Joan Alice Kopp. Sarah Freeman Clarke: 1808 – 1896 – A Woman of the Nineteenth Century. Marietta, GA: Cobb Landmarks and Historical Society, Inc., 1993.

7.4 Grant Information

See attached information sheets:

- Funding Sources for Historic Preservation Projects
- Georgia Heritage Grant Program Facts Sheet
- Johanna Favrot Fund for Historic Preservation – Guidelines and Eligibility